

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 8 February 2017 at Delshaw Ave Whangaparaoa
Commencing at 6.30 pm**

Present

Stephen Parker, Ben Creevey, Grant Dabb, Heidi Parlane, Tim Rea, Gabrielle Martell-Turner, Mike Enright, Kate Jack, and James Thomas (Principal)

In Attendance

Dawn Sullivan (Deputy Principal), Delwyn Argar (Minute Secretary)

Apologies

Craig Caminos, Marara Schreurs

1. Karakia - Lead by Gabrielle

2. Conflict of Interest

Nil

3. Election of Board Chair

Stephen Parker vacated the Chair to James Thomas for the election of Board Chair for 2017. Grant Dabb nominated Stephen Parker as Board Chair. No further nominations were made. Nominations closed. Stephen Parker returned as Chair.

4. Welcome

Dawn Sullivan was welcomed to the meeting and congratulated on her recent appointment to Whangaparaoa College as Deputy Principal.

5. Delegated Authorities

Motion:

“That the Whangaparaoa College Board of Trustees approve the Delegated Authorities document as tabled for 2017.”

Moved: Tim Rea

Seconded: Gabrielle Martell-Turner

*Noted that item number (8) may need to be reviewed to limit the potential financial exposure to the Board and Principal.

6. Sub Committee Allocation 2017

The subcommittee allocations to remain as distributed – with one correction Gabrielle Martell-Turner added to the Finance Committee.

Stephen suggested that a new temporary subcommittee/working group be established to investigate and review the process and criteria for prize giving awards. He invited Mike Enright, Tim Rea, Kate Jack and James Thomas to be the members of this group with Mike Enright as the Chair. All agreed.

7. Minutes of the Previous Meeting

Motion:

“That the minutes of the previous meeting held on 15 December 2016 are accepted as true and correct”.

Moved: Stephen Parker

Motion Carried

7. Correspondence

Inwards:

Nil

Outwards:

Nil

8. Principal's Report

SLT Portfolios

James gave a brief overview of the portfolios the SLT hold this year.

Graeme – School Organisation

Daily operation of the school / Logistics / Timetable/ Co-curricular Activities

Jason – Learner Achievement

Monitoring and improving learner outcomes / Reporting / International Learners

Jo/Lisa – Learner Support

Deans & Academic Counsellors / Behaviour / Guidance, Special Needs and

Pathways / Learner Leadership / Enrolments

Dawn – Teaching and Learning

Curriculum / Pedagogy / Staff Appraisal and Professional Learning &

Development

Dawn then gave a brief bio, and said that she is excited about her new position and feels very welcome by both staff and learners.

Roll

Currently there are 100 or so more learners than MoE predicted. James explained that it makes it very difficult to plan the start of the year. There may need to be some reshuffling of the timetable, and more teachers may be needed. He also explained that there is different funding for Yr 7 & 8 teachers than Yr 9-13 because of the different contracts. However, our Yr 7 & 8 teachers receive the same as the Yr 9-13. This year we have seen a higher level of learners from contributing schools, and our new zone has also increased our numbers. The MoE funding will not be reviewed until after the March 1 return *Results/Annual Plan*

The table in the Principals report links with the Annual Plan. Discussion was had regarding the best way to report our results in the Annual Plan, a variable % expected threshold or comparison year to year of other schools of similar decile rating. Both measures were agreed, it was also thought that comparison not only of similar decile schools but similar demographic eg Orewa, Long Bay, Westlake Boys & Girls, KingsWay, Rangitoto, Rosmini, Carmel and Kirstin would be beneficial data. The data should be both Roll and Participation Based. From our 2016 results learners who did not get UE have been contacted and those who want to attend University are being assisted. The overriding reason that learners did not obtain UE was not (as expected) because they didn't achieve Literacy, or their subject choice did not include enough UE approved subjects, it was that they didn't do the work, didn't attend their classes. HoL's are in the process of analysing the data from 2016, and then report to James and Dawn.

UE – is Whangaparaoa College above, at the same level, or below other comparative schools? How do we find out who wants to go to University?

Suggested that all Yr 13 learners are surveyed at the start of the year to find out what their intentions are after school. Investigate further those who do not want to attend university. A survey could also be sent to the parents of Yr 13's.

Learners are currently surveyed at the end of the year, from that data, what were the intentions of the 2016 Yr 13's eg what % were intending to get apprenticeships?

Other

James reported that Lisa White represented the College at a Restorative Justice meeting held for the apprehended offender of the wilful damage to the College's windows causing over \$40,000 worth of damage. The offender has already served time in prison whilst on remand, and has apologised verbally to James and Lisa, and has agreed to pay reparation over a period of time.

9. Finance Report

Stephen reported that there were no surprises with the Budget, and it is more positive than previous years.

Cheques over \$2,000.00 for November 2016 were presented.

10. Property

Grant reported on a meeting that was head with the Ministry, Stephen, James and himself regarding our requests of the use of the 5YA money. It was agreed in principle that money from the sale of excess property that is in our 5YA can be used to develop the void area further. The Board do however, have to use \$200,000 of reserves. Other projects to be completed are

- correct finishing of the gym
- solar power
- under the gym development

The next Strategic meeting, 8 March, will commence with a walk around so all Board members can see progress and areas that are mentioned.

11. Policy

The Policy subcommittee are meeting on Monday 13 February, they will look at broadening the Health & Safety policy to possibly include a clause around healthy food in line with the MoE guidelines.

13. General Business

- Stephen asked Grant to be Acting Chairman for the week of Friday 10 February to Friday 17 while he is overseas on business. Grant accepted.
- Meeting was closed with a Waiata

Stephen Parker, Chairman _____

Meeting Closed at 8.11 pm

Next Strategic meeting **Wednesday 8 March 2017** at 6.30 pm

Next Board meeting **Wednesday 12 April 2017** at 6.30 pm